

T/II/M-3
30 October 1964

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

Bibliographics - Task Team II

Minutes of Third Meeting, 26 October 1964

Members or Their Representatives Present

25X1 CIA - [redacted]
DIA - [redacted]
NSA - [redacted]
AIR FORCE - Lt. Col. Robert R. McAnaw
25X1 CSS - [redacted] Secretary

Others Present

None

1. Minutes of the second meeting were approved as corrected.

25X1 2. [redacted] noted that the State member was absent, that there were still no members designated by Army or NPIC, and that the present Navy designee was not cleared for special intelligence. [redacted] requested that the Secretary, CSS contact Lt. Col. Case regarding an Army member. 25X1
25X1 [redacted] NSA was welcomed to the team. [redacted] indicated that he would continue to participate in Task Team II deliberations. 25X1

25X1 3. [redacted] reported on a letter he had received from the National Science Foundation at the request of [redacted] concerning a draft proposal to conduct a serials inventory feasibility study. [redacted] noted that this was being done at the request of the Committee on Scientific and Technical Information (COSATI) of the Federal Council for Science and Technology. 25X1
Unlike CODIB, COSATI was not attempting the study itself but was calling on prospective contractors for proposals. 25X1

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Group 1
Excluded from automatic
downgrading and
declassification.

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4. It was noted that the draft letter did not call for a unique identifier, did not indicate a need for controlling both by foreign language title and English translation or attendant problems of transliteration, and that the definition of a serial was quite broad and would probably need further specification, or perhaps a rough categorization. Also it was noted that the letter did not call for investigating the needs of users. These comments were subsequently telephoned to Mr. Eugene Pronko of NSF.

25X1 5. With regard to open source foreign publications, Lt. Col. McAnaw asked if we, ourselves, were not planning to do something that may already be done or in process. [] indicated that his office is generally aware of many of the on-going efforts and that he hoped we could take advantage of tangible results whenever they were available. On the other hand, it is questionable that such results will always be available when we need them. Open source publications make up a good deal of our intelligence data base and should not be ignored. We may find it desirable to treat them in later phases of our effort, especially if we know that completion of other efforts may be imminent. [] stressed that our basic problem is to get handles on the things that convey potentially significant information. These, at present, are mainly in document form and present a very large problem of bibliographic control.

25X1 6. It was suggested that task team members be given a briefing and tour of the CIA library and a briefing on the Intellofax system. Thereafter, if it seemed useful similar briefings and tours of other agencies might be considered. The Secretary was requested to check with the Chairman of Task Team I - Content Control and invite their participation in the briefing and tour tentatively scheduled for 2 November. [This was done on 27 October details to be worked out between [] Task Team II and [] Task Team I.] 25X1

25X1 7. [] gave a brief run down on past efforts in CIA to build a numbering system for information reports which culminated in the so-called meaningful members. Originally the seven digit block numbering system (USIB No.) was settled upon for all USIB agencies. Since State Department did not apply the USIB No. to its Foreign Service Despatches, and subsequently to its Airgrams, CIA applied them there too. When DIA went to 10 digits for its numbering system, CIA/OCR followed suit in applying the 10 digit number to those reports not so numbered by the originator. In July 1964, CIA reports offices adopted a 10 digit meaningful number to be applied to their information reports as follows:

- 25X1 a. []
b. []
c. []
d. []
e. []

8. It was decided that the team should attempt to complete the revision of the terms of reference during the balance of the meeting, therefore the individual member assignments made during the second meeting were moved to the 9 November meeting for discussion.

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9. The following changes to the terms of reference were made:

- a. Paragraph II B. 2. c. delete "or may not."
- b. Paragraph II C. 1. revise to read as follows: Review and summarize significant present and planned item identification systems and activities of USIB member agencies. Delete balance of II C. 1.
- c. Paragraph II C. 4. delete: "Will require some departmental homework."
- d. Paragraph II C. 5. delete: "Will require review...Task Team."
- e. Add as paragraph II C. 6. Determine the scope of the item list, establish priorities and phases for implementation. Renumber balance of II C. accordingly.
- f. Rewrite II C. 9. to read: Make initial report including recommendations to CODIB.
- g. Paragraph II D. add a statement concerning CODIB role in obtaining necessary departmental support [exact wording to come].
- h. Rewrite paragraph II D. 3. and next to last (unnumbered) paragraph.
- i. Last (unnumbered) paragraph delete second sentence in its entirety.

25X1 10. In closing, suggested that the additions and rewrite called for in 9. g. and 9. h. above would be developed by himself and the secretary and presented at the next meeting which is scheduled for 2 November at CIA Headquarters.

25X1

Secretary

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